



29 November 1977

DD/A Registry

Personnel-11

STATINTL

MEMORANDUM FOR:

[REDACTED]  
Executive Officer to the Acting  
Deputy Director for Administration

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FROM

: [REDACTED]  
Community Relations Coordinator,  
Office of Equal Employment Opportunity

SUBJECT

: Proposed Employee Bulletin re  
Voluntary Tutorial Program (U)

1. (U) The proposed employee bulletin (attached) regarding a voluntary tutorial program has been revised to reflect Mr. Malanick's comments. The questionnaire now states explicitly that this program will be conducted on a voluntary uncompensated basis during off-duty hours. The question of the level of students in the public schools who would receive this service, is also addressed in the questionnaire and could include all levels depending on employee interest.

2. (U) The DCI Security Officer has coordinated the revised version with appropriate offices in the Office of Security.

3. (U) If this meets with your approval, please forward to the Regulations Control Branch for publication. If you have any additional questions or comments, please call me on [REDACTED]

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29 November 1977

MEMORANDUM FOR: Chief, Regulations Control Branch  
FROM : Omega J.C. Ware, Jr.  
Director, Office of Equal Employment  
Opportunity  
SUBJECT : Proposed Employee Bulletin (U)

(U) Attached is a proposed employee bulletin that this office would like to have published, with a copy to each employee, by 5 December 1977, if possible. The bulletin has been coordinated with OGC and the DCI Security Officer.

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Omega J.C. Ware, Jr.

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VOLUNTARY TUTORIAL PROGRAM

1. (U) The Office of EEO is contemplating the establishment of a voluntary tutorial program in the public schools during off-duty hours. This activity is in support of the Agency's policy (HN [REDACTED] to engage in community relations programs which would improve employment opportunities and community conditions that affect employability.

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2. (U) All of us are increasingly concerned with the quality of education in our schools. The performance and ability of our youth are vital in that these are the future leaders and technicians of our nation and of this Agency.

3. (U) In this metropolitan community we of CIA represent a unique potential educational supplement for local youth. (We often note the number of universities that could be staffed from our CIA "campus.") We are now planning a way to reap maximum community benefit from this resource. But to do so we need your help.

4. (U) We are requesting that each employee not under cover respond to the attached survey in order to determine employee interest in such an endeavor. The primary qualifications for being a tutor are the willingness to get involved, patience, and the ability to tutor in a given subject. A degree or teaching experience is not needed.

5. (U) If the results of this poll are positive, we will then take the necessary steps to develop such a program within the limits of existing authority. An orientation program for interested employees will be scheduled at a future date to outline the specifics of the program.

6. (U) Please return the completed form to Room 5 E 47 Headquarters by 15 December 1977. We appreciate your cooperating in this effort and solicit any suggestions you might have.

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1. (U) Would you be interested in participating in a tutorial program on a voluntary uncompensated basis?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure \_\_\_\_\_

2. (U) If yes, please state convenient times and days your services would be available during off-duty hours?

3. (U) Do you have any previous experience in teaching? Please summarize.

4. (U) Do you have any experience in youth counseling? Please describe. (Career, Psychological, Big Brother, etc.)

5. (U) What level student would you be interested in tutoring?

\_\_\_\_\_ a) Elementary

\_\_\_\_\_ b) Junior High Subject \_\_\_\_\_

Experience or Education:

\_\_\_\_\_ c) Senior High Subject \_\_\_\_\_

Experience or Education:

NOTE: Please specify your own experience, proficiency and/or education in the subject you listed for Junior/Senior high school tutoring. (The subject you are interested in teaching does not have to be related to your job or education. It can be anything from Physics to Athletics, Photography, Home Economics, Model Building, etc.) Certainly being a "Parent" may be considered qualifying experience.

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6. (U) Do you have a preference as to locality?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please indicate geographic location  
preferred.

NAME:

OFFICE:

EXTENSION:

Office of Equal Employment Opportunity  
Room 5 E 47  
Headquarters

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